

**Tempe Fire Department Policies and Procedures**  
**Firefighter Recruit/Firefighter**  
**410.02G**  
**Rev 3-17-97**

**DEFINITION**

To respond to fire alarms, hazardous materials incidents, medical emergency, and other calls to protect life and property; to provide highly skilled work in providing emergency medical care to sick and injured persons; and to participate in fire prevention, training, and station and equipment maintenance activities.

**DISTINGUISHING CHARACTERISTICS**

Firefighter Recruit - This is the entry level class in the Firefighter series. Employees at this level are not expected to perform with the same independence of direction and judgement on matters relating to established procedures and guidelines as are positions allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related fire suppression work experience. Employees work under general supervision while learning job tasks and are expected to be performing at the journey level within the prescribed time frame.

Firefighter - This is the full journey level class within the professional Firefighter series. Employees within this class are distinguished from the Firefighter Recruit by the performance of the full range of duties as assigned. Employees at this level received only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Firefighter Recruit level, or, when filled from outside, require prior work experience directly related to area of assignment.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Fire Captain or higher level supervisory and management staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Respond to fire alarms with assigned company; lay and connect hose; maintain pumping apparatus; hold nozzles and direct water streams; raise and climb ladders; assist in freeing victims from situations in which they are physically trapped; utilize and maintain self-contained breathing apparatus (SCBA).
- Operate all types of portable fire extinguishers, power tools, hand tools, and related equipment such as smoke ejectors, forcible entry tools, pike poles, and axes.
- Administer first aid; assist paramedics at medical emergencies; apply techniques for the control of bleeding; utilize immobilization techniques to stabilize patient; perform cardio-pulmonary resuscitation; perform automatic electronic cardiac defibrillation; operate semi-automatic electronic defibrillator.
- Respond to and mitigate hazardous materials incidents; identify hazardous materials using specialized monitoring and testing equipment; prepare contamination reduction corridor to decontaminate personnel and patients; inspect occupancies for safe use and storage of hazardous materials; maintain accurate records of hazardous materials inspections.

- Participate in fire and life safety inspection activities and other fire prevention and public education activities as assigned; participate in fire company annual fire inspections; ensure that businesses are operating in compliance with the fire code; maintain appropriate records and files.
- Participate in fire drills; serve as drill instructor as assigned; attend training sessions which include firefighting techniques, emergency medical care, and the proper use of all equipment are related tools.
- Clean apparatus and equipment and perform general custodial duties; paint and flush fire hydrants.
- Guide tours through fire stations and participate in parades.
- May act as Fire Captain or Fire Engineer as required.
- Perform related duties as assigned.

When assigned to Paramedic position:

- Administer emergency medical care utilizing accepted guidelines of basic and advanced life support procedures in treating the sick and injured; examine victims and communicate physical assessment findings to base hospital physician.
- Performs cardio-pulmonary resuscitation and endotracheal intubation; apply different types of splints, backboards, and cervical collars.
- Administer various intravenous solutions and parenteral drug injections; inventory and request necessary medical and drug supplies.
- Operate a variety of medical equipment including suction units, pulse oxymeters, laryngoscopes, cardiac monitors, defibrillators, oxygen administration equipment, pneumatic anti-shock garment (PASG), and glucose monitors.
- Conduct Emergency Medical Service training classes for Fire Department personnel.

## **QUALIFICATIONS**

### **Firefighter Recruit**

Ability to:

- Learn to understand and act in accordance with departmental policies, rules, and instructions in the field of firefighting.
- Learn to apply firefighting techniques and procedures.
- Demonstrate mechanical aptitude as required in the operation of firefighting equipment.
- Demonstrate physical aptitude.
- Learn the layout of the City's water main system and street numbering system.
- Retain presence of mind in emergency situations.
- Think and act quickly and effectively in emergencies.

- Understand and follow oral and written directions promptly and accurately.
- Performs heavy lifting and physical maneuvering.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### **Experience:**

No experience is required.

##### **Training:**

Equivalent to the completion of the twelfth grade, and completion of 32 credits of college level coursework, preferably in Fire Science.

#### License or Certificate

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of, or ability to obtain, an appropriate, valid Emergency Medical Technician certificate.

### **Firefighter**

In addition to the qualifications for Firefighter Recruit:

#### Knowledge of:

- Principles, practices and procedures of modern firefighting.
- Uniform Fire Code and Uniform Building Code.
- Fire apparatus, equipment, tools, devices, facilities, and their proper use and maintenance.
- Principles and practices of emergency medical procedures such as advanced first aid, CPR, and other medical assistance techniques.
- Hazardous materials.
- Decontamination procedures.

#### When assigned to Paramedic position:

- Drugs carried and administered.
- Principles of pharmacology and toxicology.

#### Ability to:

- Analyze fire and emergency situation and adopt effective courses of action.

- Effectively deal with people under stress.
- Understand and act in accordance with departmental policies, rules, and instructions in the field of firefighting.
- Apply firefighting techniques and procedures.
- Operate and maintain voice radio equipment.
- Identify violations of the Uniform Fire Code and the Uniform Building Code.
- Perform triage effectively and independently.
- Select and apply appropriate emergency treatment and use specialized equipment and apparatus.

When assigned to Paramedic position:

- Properly administer drugs as directed by base station physician.
- Identify and communicate physical and other findings clearly to base station physician.

Experience and Training Requirements

**Experience:**

Successful completion of the Firefighter Recruit Academy.

**Training:**

Equivalent to the completion of the twelfth grade and completion of 32 credits of college level coursework, preferably in Fire Science.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid Emergency Medical Services certificate.

Possession of, or ability to obtain, an appropriate, valid Hazardous Materials First Responder or Hazardous Materials Technician certificate.

Possession of, or ability to obtain, an appropriate, valid Radiological Monitoring certificate.

Possession of, or ability to obtain, an appropriate, valid Mobile Emergency Paramedic certificate is required for some positions.